

Ovetstrand Municipality
2nd QUARTER TOP LAYER SDBIP REPORT 2015/2016 (01 OCTOBER 2015 - 31 DECEMBER 2015)

Ref	Strategic Objective	KPI	Unit of Measurement	Source of Evidence	QUARTER ENDING 30 SEPTEMBER 2015			QUARTER ENDING 31 DECEMBER 2015			Overall Performance for Sep 2015 to Dec 2015				
					Target	Actual	R	Departmental Corrective Measures	Departmental SOBP Comments	Target	Actual	R	Departmental Corrective Measures	Target	Actual
TL7	The provision of democratic, accountable and ethical governance	Submit quarterly progress reports on the revision of the top 10 risks as a corrective action to the Executive Management Team	Number of progress reports submitted	Staff minutes where item served.	1	1	G	[D12] Municipal Manager: Target met. (September 2015)	[D12] Municipal Manager: Target met. Management Team at meetings held on 5 October 2015 and 3 November 2015. (December 2015)	1	1	G	2	2	G
TL8	The provision of democratic, accountable and ethical governance	Quarterly report to the Management, Executive Mayor, Auditor-General and Audit Committee on progress with implementation of key controls as identified in key control deficiencies	Quarterly reports submitted	Minutes of the Audit Committee	1	1	G	[D13] Internal Auditor: Key Control Assessment and Dashboard Report for the 3rd and 4th quarter were tabled to the AC at the meeting that were held on 16 September 2015. (September 2015)	[D13] Internal Auditor: Key Control Assessment and Dashboard Report for 1st Quarter was tabled to AC during meeting that was held on 25 November 2015. (December 2015)	1	1	G	2	2	G
TL9	The provision of democratic, accountable and ethical governance	Risk based audit plan approved by the Audit Committee by the end of June 2015	Plan approved	Minutes of Audit Committee meeting during which RBAP was approved	0	0	N/A			0	0	N/A	0	0	N/A
TL45	The provision and maintenance of municipal services	Percentage of a municipality's capital budget actually spent on capital projects identified for 2015/16 in terms of the municipality's IDP (Actual amount spent on projects as identified for the year in the IDP/Fiscal amount spent on capital projects)(x100)	% of the capital budget spent	Expenditure report from SAP/FAAS	5%	23%	B	[D414] Municipal Manager: Target exceeded (September 2015)	[D414] Municipal Manager: Target met. (September 2015)	25%	44%	B	25%	44%	B

Management Services

Ref	Strategic Objective	KPI	Unit of Measurement	Source of Evidence	QUARTER ENDING 30 SEPTEMBER 2015			QUARTER ENDING 31 DECEMBER 2015			Overall Performance for Sep 2015 to Dec 2015				
					Target	Actual	R	Departmental Corrective Measures	Departmental SOBP Comments	Target	Actual	R	Departmental Corrective Measures	Target	Actual
TL26	The provision of democratic, accountable and ethical governance	The percentage of a municipality's budget (training budget) actually spent on implementing its workforce skills plan (Actual expenditure divided by the budget allocated)	% of the training budget spent on implementation of the WSP	Expenditure reports from SAP/FAAS	20%	45.35%	B	[D46] Director: Management Services: Training Budget Allocation R2 000 000.00 Budget Spent to Date R987 130.57 Available Budget R1 012 869.43 (September 2015)	[D46] Director: Management Services: Capital/Operating Budget Provisions Sosa unique key: 20150212015661 Sosa unique key Description: Training Budget Provision 2015/2016: R2 000 000.00 Spent to Date/Committed: R1 078 517.16 Balance Available: R921 482.82 (December 2015)	40%	45%	B	40%	49.35%	B
TL27	The provision of democratic, accountable and ethical governance	Review the Municipal Organisational Staff Structure by the end of June 2015	Structure reviewed	New approved posts on the operational budget; Lf minutes (restructuring)	0	0	N/A			0	0	N/A	0	0	N/A

1/3/18

TL12	The provision of democratic, accountable and ethical governance	Monthly Reports on additional court matters	Number of reports on court matters	Monthly Report on Additional Court matters (Financial & Court process)	6	4	6	6	6	6	10
TL13	The promotion of tourism, economic and social development	Establish a LDAC (Local Drug Action Committee) in terms of the Prevention and Treatment of Substance Abuse Act by August 2015	Established LDAC	Minutes of meeting / Attendance Register	1	1	1	1	1	1	1

Ref	Strategic Objective	KPI	Unit of Measurement	Source of Evidence	QUARTER ENDING 30 SEPTEMBER 2015				QUARTER ENDING 31 DECEMBER 2015				Overall Performance for Sep 2015 to Dec 2015			
					Target	Actual	%	Departmental Corrective Measures	Target	Actual	%	Departmental Corrective Measures	Target	Actual		
TL17	The provision of democratic, accountable and ethical governance	Financial viability measured in terms of the available cash to cover fixed operating expenditures (feasible cash investments)/ monthly fixed operating expenditure	Ratio achieved	Annual Financial Statements & Sec 71 reports	0	0	0%	N/A	0	0	0%	N/A	0	0	0%	N/A
TL18	The provision of democratic, accountable and ethical governance	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations (Total operating revenue-operating grants received)/debt service payments due within the year (%)	Ratio achieved	Annual Financial Statements & Sec 71 reports	0%	0%	0%	N/A	0%	0%	0%	N/A	0%	0%	0%	N/A
TL19	The provision of democratic, accountable and ethical governance	Financial viability measured in terms of the outstanding service debtors (Total outstanding service debtors/ revenue received for services)	% achieved	Annual Financial Statements & Sec 71 reports	0%	0%	0%	N/A	0%	0%	0%	N/A	0%	0%	0%	N/A
TL20	The provision of democratic, accountable and ethical governance	Financial statements submitted to the Auditor-General by 31 August 2015	Financial statements submitted	E-mail as confirmation of submission	1	1	100%	N/A	1	1	100%	N/A	1	1	100%	N/A

Ref	Strategic Objective	Key Performance Indicator (KPI)	Unit of Measurement	Source of Evidence	Target	Actual	R	Departmental SOBP Comments	Departmental Corrective Measures	Target	Actual	R
TL21	The provision of democratic, accountable and ethical governance	Submit a reviewed long term financial plan by end of October 2015	Updated long term financial plan	Statistics from Revenue department regarding the collection rate on 30, 60 and 90 days (Report GV-81138)	6,650	7,317	0	[D161] Deputy Director: Finance: A service provider has been appointed (July 2015) [D161] Deputy Director: Finance: Documentation has been submitted to the service provider (August 2015) [D161] Deputy Director: Finance: Draft plan has been received (September 2015)	[D161] Deputy Director: Finance: Long term financial plan received on 22 October 2015 (October 2015) [D161] Deputy Director: Finance: Not applicable for the period. Task completed in October 2015 (November 2015) [D161] Deputy Director: Finance: Not applicable for the period. Task completed in October 2015 (December 2015)	6,650	7,317	0
TL44	The provision and maintenance of municipal services	Provision of free bank electricity, refuse removal, sanitation and water in terms of the equitable share requirements	Number of households	Monthly summary from the indigent register	6,650	8,134	0	[D134] Senior Manager: Revenue: R337 Households @ R3 352 278.37 (July 2015) [D134] Senior Manager: Revenue: R336 Households @ R3 479 944.05 (August 2015) [D134] Senior Manager: Revenue: R337 Households @ R3 564 561.91 (September 2015)	[D134] Senior Manager: Revenue: R337 Households @ R3 336 480.71 (October 2015) [D134] Senior Manager: Revenue: n/a (August 2015) [D134] Senior Manager: Revenue: R302 Households @ R3 565 768.41 (November 2015) [D134] Senior Manager: Revenue: R317 Households @ R3 564 561.91 (December 2015)	6,650	8,134	0
TL51	The provision of democratic, accountable and ethical governance	Achieve a debt recovery rate not less than 98% (theoretical) billed for the 12 month period x 100)	% Recovered	Statistics from Revenue department regarding the collection rate on 30, 60 and 90 days (Report GV-81138)	96%	97.38%	0	[D159] Director: Finance: 2015/06-2015/07 84.02 % 2015/05-2015/07 96.02% 2015/04-2015/07 97.77 % (July 2015) [D159] Director: Finance: n/a (August 2015) [D159] Director: Finance: 2015/06-2015/07 83.89% 2015/05-2015/07 94.56% 2015/04-2015/07 97.50% (August 2015) [D159] Director: Finance: 2015/06-2015/07 88.93% 2015/07-2015/09 96.16% 2015/06-2015/09 96.45% (September 2015)	[D159] Director: Finance: n/a (July 2015) [D159] Director: Finance: n/a (August 2015) [D159] Director: Finance: n/a (September 2015)	96%	97.38%	0

Overall Performance for Sep 2015 to Dec 2015												
QUARTER ENDING 31 DECEMBER 2015												
Ref	Strategic Objective	Key Performance Indicator (KPI)	Unit of Measurement	Source of Evidence	Target	Actual	R	Departmental SOBP Comments	Departmental Corrective Measures	Target	Actual	R
TL34	The creation and maintenance of a safe and healthy environment	Annually review and submit Disaster Management Plan to the District by the end of June 2016	Reviewed plan submitted	Acknowledgement of receipt from the District	0	0	0	[D108] Director: Protection Services: 24 Public Awareness Conducted (September 2015)		0	0	0
TL35	The creation and maintenance of a safe and healthy environment	Arrange public awareness sessions on Protection Services	Number of sessions held	Quarterly statistical report	10	24	0			6	18	0
TL36	The creation and maintenance of a safe and healthy environment	Annually review Community Safety Plan by the end of June in conjunction with the Department of Community Safety	Plan reviewed	Correspondence with the Department of Community Safety	0	0	0			0	0	0
TL37	The creation and maintenance of a safe and healthy environment	Review the Fire Management Plan by the end of June 2016	Plan reviewed	Reviewed Fire Management Plan	0	0	0			0	0	0
TL38	The creation and maintenance of a safe and healthy environment	Collect R8000000 Public Safety Income by 30 June 2016	Revenue of public safety collected	SAMRIS reports	R 2,000,000	R 8,370,452	0	[D218] Director: Protection Services: Extract from final balance Sept 2015 (September 2015)		R 2,000,000	R 8,650,934	0
										R 4,000,000	R 17,064,366	0

Strategic Objective	KPI	Unit of Measurement	Source of Evidence	QUARTER ENDING 30 SEPTEMBER 2015			QUARTER ENDING 31 DECEMBER 2015			Overall Performance for Sep 2015 to Dec 2015	
				Target	Actual	R	Departmental Corrective Measures	Departmental SOBP Comments	Departmental Corrective Measures	Target	Actual
T1: The provision of democratic, accountable and ethical governance	90% of the operational conditional grants (CGAs), CDW spend (Actual expenditure divided by the total grant received)	% of total conditional operational grants spent (Urban, CDW)	Quarterly expense reports obtained from SAMMIS	20%	21.25%	G	(0335) Director: Community Services: 21.29 % SPENT (September 2015)	(0335) Director: Community Services: COMPLETED (December 2015)	50%	64%	G
T2: The provision and maintenance of municipal services	m ² of roads patched and rescaled according to pavement management System within available budget	m ² of roads patched and rescaled	Main and Adjustments Budgets and approved project plans and statistics (ep)	0	0	N/A		(0336) Deputy Director: Operational Services: COMPLY (December 2015)	15,000	70,007	B
T3: The provision and maintenance of municipal services	Quality of effluent comply 90% with general level in terms of the WATER ACT (Act 36 of 1998)	% compliance	Report from Directorate Infrastructure (WSA) compiled from independent laboratory test results	50%	84%	G	(0337) Director: Community Services: HANSTON WWTPV: HIGH AMMONIA AND CONDUCTIVITY HERMANUS WWTPV: CONDUCTIVITY LEVELS IN RAW SEWER INLET A CHALLENGE (September 2015)	(0337) Director: Community Services: ON-GOING INVESTIGATIONS TO FIND SOURCES OF CONDUCTIVITY (September 2015)	90%	90%	G
T4: The provision and maintenance of municipal services	Quality of potable water comply 95% with SANS 241	% compliance with SANS 241	Independent Laboratory test result	95%	95%	G	(0338) Director: Community Services: COMPLETED (September 2015)	(0338) Director: Community Services: COMPLETED (December 2015)	95%	95%	G
T5: The provision and maintenance of municipal services	Less unaccounted water to less than 25% (Number of leadline water purified Number of kilolitre water sold)/(Number of kilolitre sold x 1,000)	% of water unaccounted for	Annual Financial Statements	0%	0%	N/A			0%	0%	N/A
T6: The encouragement of structured community participation in the matters of the municipality	Ward committee meetings held to facilitate consultation and regular communication with residents	Number of ward committee meetings per ward per annum	Minutes of the ward committee meetings held	2	2	G	(0340) Director: Community Services: COMPLETED (September 2015)		2	2	G
T139: The provision and maintenance of municipal services	Provision of water to informal households based on the standard of 1 water point to 25 households	The number of taps installed in relation to the number of informal households	Bi-annual report from Housing Department indicating the number of water points provided. Report on the GPS coordinates of the taps.	0	0	N/A			0	0	N/A
T140: The provision and maintenance of municipal services	Provision of cleaned piped water to all formal households within 200 m from households	No of formal households that meet agreed service standards for piped water	Yearly statistics provided by finance department (SAMMIS)	0	0	N/A			0	0	N/A
T141: The provision and maintenance of municipal services	Provision of refuse removal, refuse dumps and solid waste disposal to all formal households at least once a week	Number of formal households for which refuse is removed at least once a week	Yearly statistics provided by finance department (SAMMIS)	0	0	N/A			0	0	N/A
T142: The provision and maintenance of municipal services	Provision of refuse removal, refuse dumps and solid waste disposal to all informal households at least once a week	Number of weekly removal of refuse in informal households (Once per week x 52 weeks per annum)	Bi-annual reports on the weekly refuse removal.	0	0	N/A			0	0	N/A

Community Services

Y6/B

Ref	Strategic Objective	KPI	Unit of Measurement	Source of Evidence	QUARTER ENDING 30 SEPTEMBER 2015			QUARTER ENDING 31 DECEMBER 2015			Overall Performance for Sep 2015 to Dec 2015		
					Target	Actual	R	Target	Actual	R	Target	Actual	R
TL46	The provision and maintenance of municipal services	The provision of sanitation services to informal households based on the standard of 1 toilet to 5 households	The number of toilet structures provided in relation to the number of informal households	Bi-annual report from Housing Department indicating the number of toilets provided. Report on the GPS coordinates of the toilets.	0	0	N/A	0	0	N/A	0	0	N/A
TL47	The provision and maintenance of municipal services	Provision of sanitation services to formal households	No of formal residential households which are billed for sewerage in accordance to the SAMRAS financial system	Yearly statistics provided by the Department of Finance	0	0	N/A	0	0	N/A	0	0	N/A

Infrastructure & Planning

Ref	Strategic Objective	KPI	Unit of Measurement	Source of Evidence	QUARTER ENDING 30 SEPTEMBER 2015			QUARTER ENDING 31 DECEMBER 2015			Overall Performance for Sep 2015 to Dec 2015		
					Target	Actual	R	Target	Actual	R	Target	Actual	R
TL22	The provision and maintenance of municipal services	Limit electricity losses to 8% or less (Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated x 100	% of electricity unaccounted for	Annual Financial Statements	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
TL25	The provision and maintenance of municipal services	Report on the implementation of the Water Service Development plan annually by the end of October 2015	Report submitted	Letter of submission of Water Services Audit to DWS	1	1	G	1	1	G	1	1	G
TL43	The provision and maintenance of municipal services	Provision of Electricity: Number of metered electrical connections in formal areas (Ekhoh Areas excluded)	Number of formal households that meet agreed service standards	Based on number of households billed by department of Income	0	0	N/A	0	0	N/A	0	0	N/A
TL48	The provision and maintenance of municipal services	100% of the Municipal Infrastructure Grant (MIG) spent by 30 June 2016 (Actual MIG expenditure/Allocation received)	% Expenditure of allocated funds	Monthly Provincial MIG dashboard	5%	6.80%	B	20%	30.76%	B	20%	30.76%	B

Economic Development

Ref	Strategic Objective	KPI	Unit of Measurement	Source of Evidence	QUARTER ENDING 30 SEPTEMBER 2015			QUARTER ENDING 31 DECEMBER 2015			Overall Performance for Sep 2015 to Dec 2015		
					Target	Actual	R	Target	Actual	R	Target	Actual	R
TL10	The promotion of tourism, economic and social development	Report bi-annually to the Portfolio Committee on LED and Tourism initiatives	Bi-annual report on LED and Tourism initiatives	Bi-annual report on LED & Tourism initiatives to Portfolio Committee/Ministry	0	0	N/A	1	1	C	1	1	C

TL11	The promotion of tourism, economic and social development	Report to Council on Grants to festival organisers through Service Level Agreements (SLA) by end-September 2015	Number of reports submitted	Report submitted to Council	1	1	G	[D408] Director: Economic Development: Report submitted Kaile Fes (09 - 10 August 2015) Stanford wine route (23 - 24 September 2015) Funky Fynbos (18 - 20 September 2015) (September 2015)	0	0	[D408] Director: Economic Development: Hudson Sea Festival 5 December 2015, Stanford Street Festival 13 December 2015, Toy Run 29 November 2015, (December 2015)	1	3
TL12	The promotion of tourism, economic and social development	Support 30 SME's in terms of the SME Development Programme by 30 June 2016	Number of SME's supported	List of the number of SME's supported	5	14	G	[D404] Manager: LED: Enterprise Development June completed progress reports on the entrepreneurs that they have been assisting for the period July 2015. 10 Businesses were assisted in Zwelile 5 in Mavison and 16 in Gersbaag and B. Businesses in Klaminmond were assisted in terms of registrations and referrals. The Hermannus walk in centre assisted the following businesses to register namely Iona Elms Private Company; January Landscaping & Services; Obwehu Car Wash Pty. The Gersbaag walk in centre assisted the following businesses to register namely Quinuin Bernard PTY has been registered; Vuyolwehu Masi and Sinevojo Goollo Pty are in the process of registration. A total of 3 co-operative names, Mx Agri Farming Co-operative; Big 5 Take aways Co-operative and Blimkwaers co-operative limited was sent to Capital for funding. POI-amsah. A follow up meeting with the group will take place in August. Klaminmond Vlot Co-operative has started registration process. (July 2015) [D404] Manager: LED: 14 SME's supported (September 2015)	10	25	[D404] Manager: LED: 25 SME's provided with business assistance (December 2015)	15	39
TL13	The promotion of tourism, economic and social development	Raise funds for local economic development through financial and non-financial resources mobilisation	Number of IMOU's entered into and amount generated	IMOU's entered into with partners, contingent letters	0	0	D/N/A		2	0	[D410] Director: Economic Development: No funds generated (December 2015)	2	0
TL14	The promotion of tourism, economic and social development	Report quarterly to Director LED on linkages established with other spheres of government, agencies, donors, SALGA and other relevant bodies for benefit of local traders/stakeholder engagement and creation of economic benefit for local communities	Quarterly report on linkages established. Database of Stakeholders/ No of initiatives	IMOU's entered into with partners, commitment letters, quarterly report	1	1	G	[D411] Director: Economic Development: Kogelberg Marine Working Group meeting was attended. Date: 23 July 2015, Venue: Muthulu Village, Klaminmond. (July 2015) [D411] Director: Economic Development: Co-operatives linked with Casidra for start-up funding (August 2015) [D411] Director: Economic Development: No linkages (September 2015)	1	1	[D411] Director: Economic Development: LED Stakeholder Engagement held on 3 Dec 2015 to establish linkages and build relationships. (December 2015)	2	2
TL15	The promotion of tourism, economic and social development	The number of job opportunities created through the EPWP programme and as per set targets (grant agreement - FTE's, translates to 395 work opportunities)	Number of temporary jobs created	Quarterly EPWP reports, signed incentive grant agreements and business plans	120	129	G	[D406] Director: Economic Development: Created 119 work opportunities from 1 July - 30 Sept 2015. (September 2015)	100	249	[D406] Director: Economic Development: 249 job opportunities created. (December 2015)	220	378

<p>TL16</p> <p>The promotion of tourism, economic and social development</p>	<p>Monthly monitor the statistics on the usage of the LED Walk-in Centre (outreach & referral purposes) through the attendance registers</p>	<p>Monthly registers on LED outreach statistics (walk in centre)</p>	<p>Walk-in attendance registers</p>	<p>[D407] Director: Economic Development: Hermanus - 47, Total walks for the month of July : 162 (July 2015) [D407] Director: Economic Development: Attendance Register Submitted Total number of walk in = 253 Hermanus = 134 Gandaabaai = 65 Zweibhile = 41 Hawston = 12 (August 2015) [D407] Director: Economic Development: Total Number of walk-ins = 266 Hermanus - 148 Gandaabaai - 79 Zweibhile - 21 Hawston - 23 (September 2015)</p>	<p>3</p>	<p>3</p>	<p>3</p>	<p>3</p>	<p>[D407] Director: Economic Development: Gandaabaai - 38 Zweibhile - 21 Hermanus 47 (October 2015) [D407] Director: Economic Development: Hermanus - 69 Gandaabaai - 35 Zweibhile - 27 Hawston - (November 2015) [D407] Director: Economic Development: Hermanus 45 Gandaabaai - 69 Zweibhile - 08 Hawston - (December 2015)</p>	<p>6</p>	<p>6</p>
<p>TL19</p> <p>The promotion of tourism, economic and social development</p>	<p>Complete an action plan to improve on the LED maturity assessment</p>	<p>Plan Completed</p>	<p>Action Plan</p>	<p>0</p>	<p>0</p>	<p>0</p>	<p>0</p>	<p>0</p>	<p>N/A</p>	<p>0</p>	<p>0</p>